

Managing Profile Information for Examiners



Log in or log out of the application

1. Go to <https://era.courts.state.mn.us>.
2. Click the account dropdown arrow and select **Examiners/Institution**.
3. Enter your MyCourtMN Email and Password, and click **Log In**.
4. To log out, click the account dropdown and select **Logout**.

View and edit profiles

1. Click the **Profile** quick link. The profile can also be accessed by clicking on the account name and selecting **Profile** from the dropdown.
2. Review the account profile information.
3. To edit, click **Edit**.

Managing Profile Information for Examiners



4. Update profile information fields, if applicable:

a. General information

- Name
- Title
- Suffix
- Business Name

b. Address information

- Street
- Address
- City
- State
- Zip Code

c. Contact details

- Phone numbers
- Fax Number
- Email(s)
- Select **Yes** or **No** to receive email notifications.

5. Click **Save**.

Review notifications

1. Click the notification icon. The red numbered icon shows the number notifications.

2. Review notifications.

a. Click **All** to view all notifications.

b. Click **Mark All As Read** to change the status of messages to read, or click **Delete All** to permanently delete messages.

c. Enter keywords to search for a specific notification.

d. Click an individual notification to view details.

e. Click the trash can icon to delete a single notification.

Managing Profile Information for Examiners

Select travel location(s) you are willing to travel to and exam types

1. Click **Profile**.
2. Click **Exam Types & Rates**.
3. Click **Manage County (travel locations) & Exam Type**.
4. Click the **District** to expand and modify exam types and locations (counties) you are willing to travel to.
5. Check exam types and travel locations (counties). Click **Select All** to select all and **Clear All** to clear the selections.
6. Click **Save**.



PSYCHOLOGICAL / PSYCHIATRIC EXAMINER RESOURCE APPLICATION

Profile My Work Requests My Invoices ERA Coordinators List

DASHBOARD / MICROTEST / EXAM TYPES, RATES & LOCATIONS

Profile Exam Types & Rates Contracts (1) Qualifications (3) Institutions (1)

District 1 District 2 District 3 District 4

Exceptions

Name	Rate	Start Date	End Date	Status
No exception rates for the current time period				

Manage County & Exam Type Request for New Exception Group

Manage County & Exam Types

District 1 District 2 District 3 District 4 District 5 District 6 District 7 District 8 District 9 District 10

Manage County & Exam Types

District 1

Carver ☐ Select All ☐ Clear All

☒ CD - Chemically Dependent ☒ CD, DD ☒ DD - Developmentally Disabled ☒ ML - Mentally Ill

☒ ML and Dangerous ☒ ML, CD ☒ ML, DD ☒ Rule 20.01

☒ ML, DD & Dangerous ☒ JAI ☒ Rule 20.01 ☒ Rule 20.02 ☒ Rule 20.01/20.02

☒ Rule 20.01/20.02/04 ☒ Rule 20.01/20.04 ☒ Rule 20.02 ☒ Rule 20.02/20.04

☒ Rule 20.04 ☒ SCDSP - Sexually Dangerous/Psychiatric ☒ SCDSP Hours Exceeding Court Approved Amount ☒ Show 1

☒ Show 3 ☒ Show 4 ☒ Show 5

Save Cancel

Enter a request for new exception group

1. Click **Profile**.
2. Click **Exam Types & Rates**.
3. Click **Request for New Exception Group**.
4. Enter request information, and click **Send Request**.



PSYCHOLOGICAL / PSYCHIATRIC EXAMINER RESOURCE APPLICATION

Profile My Work Requests My Invoices ERA Coordinators List

Ando Lee Lovett - ID 91

Profile Exam Types & Rates Qualifications (7) Institutions (0)

District 1

Carver

CD, DD DD - Developmentally Disabled

Request for New Exception Group

Exceptions

Name	Rate	Start Date	End Date	Status
No exception rates for the current time period				

REQUEST FOR EXCEPTION RATE

Please enter your Exception Rate details below

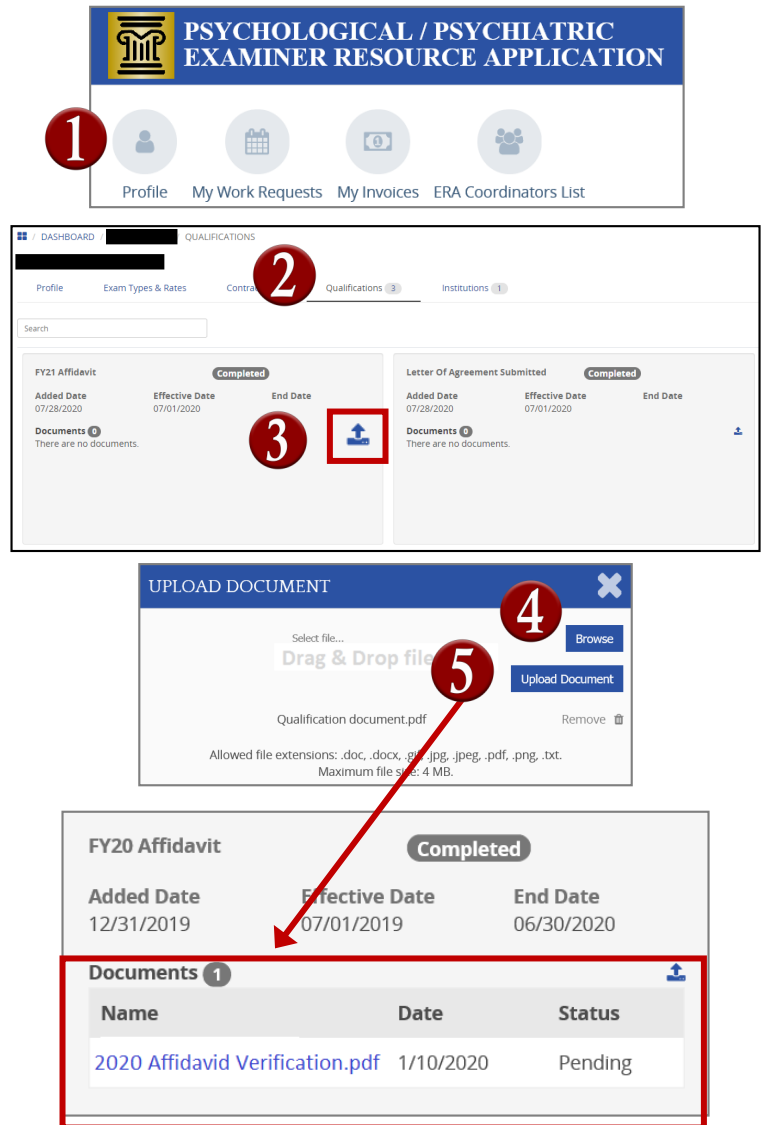
250.00

Send Request Cancel

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Upload documents to qualify

1. Click **Profile**.
2. Click **Qualifications**.
3. Click the upload icon.
4. Click **Browse** and select a file to upload OR drag and drop a file into the dialog box.
5. Click **Upload Document**. Document has a pending approval status.



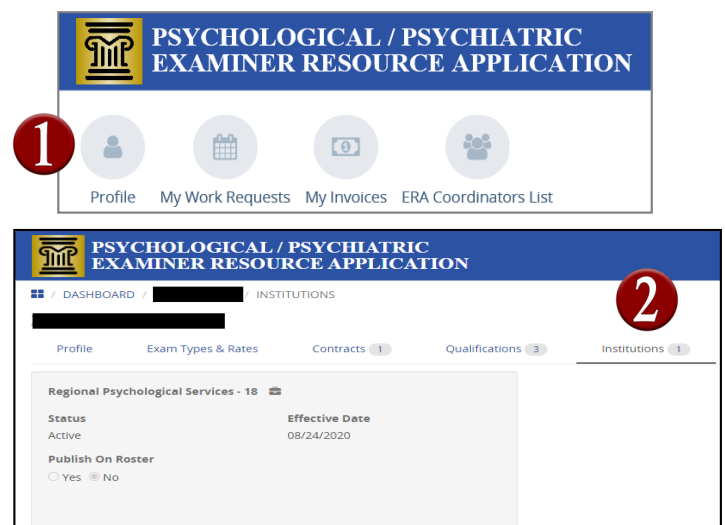
The screenshots illustrate the process of uploading a document to qualify for the Psychological / Psychiatric Examiner Resource Application. The first screenshot shows the main dashboard with the 'Profile' tab selected. The second screenshot shows the 'Qualifications' tab, where the 'Upload Document' button is highlighted. The third screenshot shows the 'Upload Document' dialog box, where the 'Browse' button is highlighted. The fourth screenshot shows the 'Documents' table, where the '2020 Affidavit Verification.pdf' document is listed with a 'Pending' status.

Name	Date	Status
2020 Affidavit Verification.pdf	1/10/2020	Pending

View or request associated institutions

1. Click **Profile**.
2. Click **Institutions**. All institutions that an examiner is associated with displays.

i If additional institutions are needed for this account, please contact the ERA Program Administrator.



The screenshots illustrate the process of viewing or requesting associated institutions. The first screenshot shows the main dashboard with the 'Profile' tab selected. The second screenshot shows the 'Institutions' tab, where the 'Regional Psychological Services - 18' institution is listed with an 'Active' status and an 'Effective Date' of 08/24/2020.

Name	Date	Status
Regional Psychological Services - 18	08/24/2020	Active